

**Continuous Controls Monitoring (CCM)
Request for Proposals (RFP)
Responses to Vendors' Questions**

1. Which vendors was the RFP made available to?

Answer: The RFP was posted on the County's procurement website (<http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>) and made available to all vendors registered with the County. The RFP was also e-mailed directly to CCM vendors previously identified by the County.

2. Will the County make the RFP available to vendors in Word format to facilitate the preparation of vendor responses?

Answer: The County will make the RFP and Appendix C "Business and Technical Requirements" available in Word format on the County's procurement website. Vendors are instructed not to modify any portion of the original text of the RFP or any portion of the original text of any related attachments.

3. What is the implementation timeframe for this project?

Answer: Question 4.92 of Appendix C "Business and Technical Requirements" asks vendors to propose a detailed project timeline for this implementation and describe and propose an implementation and roll-out approach, e.g., phased vs. "all-at-once".

4. Section 1.1, third paragraph: what is meant "...by strong industry focus due to the inherent risk and likelihood of fraudulent activity"?

Answer: RFP Section 1.1, the third paragraph, reads:

"This Request for Proposals (RFP) specifically concerns the monitoring of areas where there is a strong industry focus due to the inherent risk and likelihood of fraudulent activity. These areas include, but are not limited to: procure-to-pay processes, procurement cards, payroll, general ledger, and travel/entertainment expenses."

This statement means that the listed business processes are generally considered to be more prone to fraudulent activity than others.

5. Are their specific types of fraud the county is interested in monitoring?

Answer: The County is interested in the fraud monitoring capabilities that vendors' CCM software solutions can provide.

6. Is there a comprehensive list of the types of fraud monitoring covered by this RFP?

Answer: No.

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7. Section 1.8.1 paragraph (i): what is meant by "...any and all other government agencies and other organizations and entities that County may allow to access the System"?

Answer: The CCM software will be used primarily by the County Auditor-Controller; however, the County may need to provide access to other agencies (e.g., the County's external auditor).

8. Does Sec. 1.8.1 refer to government agencies that are not part of Los Angeles County?

Answer: Yes.

9. Section 2.11.1: The County is requesting fixed cost bids for implementation services; these projects typically involve many different variables which impact the scope, and thus the cost. Is there a process for understanding these variables?

Answer: Yes. Vendors are instructed to identify the variables that would impact the scope and their cost impact.

10. What is the aggregate annual amount spent in the County's accounts payable process?

Answer: In fiscal year 2007-2008, the County paid vendors \$14.2 billion through the accounts payable process.

11. What is the annual amount of P-Card transactions and aggregate spend in the County's P Card Program?

Answer: Line item detail is not available at this time. As indicated in the RFP at Section 1.2 (p. 5), implementation of the P-Card module of eCAPS is part of future plans for the system.

12. How many Travel and Entertainment (T&E) reports are submitted in a given period and what is the annual aggregate spend?

Answer: RFP Section 1.2 (p. 5) indicates that implementation of the Travel and Entertainment module of eCAPS is part of future plans for the system. This module is currently not implemented.

13. Has the County budgeted funds for this project?

Answer: Yes.

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14. Can the budget be shared with the prospective bidders?

Answer: No.

15. Is the economic downturn a threat on this project going forward?

Answer: At this time, no; however, as indicated in the RFP at Sec. 1.14 the County has the right to determine what services it wishes to purchase and is under no obligation to purchase any specific software module and may chose to purchase some, all or no modules.

16. Can the County provide additional details around the Payroll and Personnel systems?

Answer: The Countywide Payroll System (CWPAY) is a COBOL-based IBM mainframe and provides payroll functions for County employees. CWPAY maintains data, calculates pay, and disburses funds to employees and outside agencies. Implemented in 1980, CWPAY is scheduled to be retired January 1, 2010 and replaced by CGI's Advantage Payroll module.

The Countywide Timekeeping and Payroll Personnel System (CWTAPPS) is a COBOL-based IBM mainframe and maintains County personnel data, as well as provides leave benefit management, timekeeping, gross pay calculations, and payroll. Implemented in 1990, it is currently being phased out and will be replaced entirely by CGI's Advantage Human Resources (eHR) module in 2012.

17. What is the expected number of users for the CCM system?

Answer: The County anticipates having up to ten (10) "administrator"-type users who will operate the CCM system and fifty (50) to one hundred (100) end-users of data and/or reports produced by the system.

18. What is the anticipated volume of transactions monitored?

Answer: The anticipated volume of transactions monitored will depend on the number of modules the County implements. As indicated in the RFP, the County processes approximately 350,000 warrants per month.

19. What is the frequency of monitoring?

Answer: Monitoring frequency may vary from on-going daily to periodic.

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20. Is the County considering outsourced arrangements, or only software license arrangements?

Answer: The County seeks a software license arrangement.

21. Are the County's business processes (Procure-to-pay, Procurement cards, Payroll, General Ledger, Travel/Entertainment, etc) centralized?

Answer: Both. For the processes identified in this question, the following applies:

- Procure-to-Pay – Decentralized
- Procurement Cards – Decentralized, not fully implemented
- Payroll – Centralized
- General Ledger – Centralized
- Travel/Entertainment – Not Implemented